

State Procurement Office
Procurement of Health and Human Services

**Requests for Proposals Website
Posting Guidelines**

Table of Contents

Introduction.....	1
Purpose.....	1
General Guidelines.....	1
Obtaining a Login ID and Password.....	1
Preparing Your RFP for Posting on the Website	2
Connecting to the RFP Website.....	2
Posting an RFP.....	3
Updating/Editing an RFP.....	5
Adding Addenda	6
Viewing Currently Published RFPs	6
Where to Direct Potential Applicants	6
Converting your RFP Document to PDF	6

This RFP website for Health and Human Services was developed in conjunction with the Department of Accounting and General Services, Information and Communication Services Division.

Health and Human Service Requests for Proposals Website

Instructions for Posting RFPs

Introduction

This site allows the placement of RFPs online in an easy and efficient manner. It has the following features:

- RFPs may be posted anytime prior to the publish date and the system will post the RFP on the publish date.
- Addenda to the RFP can be published.
- RFPs will automatically be archived once the proposal submittal deadline has passed.

Purpose of the RFP Website

- Fosters competition.
- Provides all interested parties equal access to State issued RFPs in one location.
- Provides a convenient and efficient method for State agencies to publish RFPs to the internet.
- Serves as a resource for planning by providing access to a databank of contracted services, including detailed service specifications.

Obtaining a Login ID and Password

To post RFPs to the website, obtain a login identification (or login ID) and password from the State Procurement Office (SPO).

1. Open your browser and go to www.spo.hawaii.gov.
2. Click **Procurement of Health and Human Services**.
3. Click **For State Agencies**.
4. Click **Obtain a Password for the RFP Website**. An e-mail will open.
5. In the e-mail subject line enter: *RFP website login/password*.
6. In the body of the e-mail provide the following information:
 - First and last name
 - Department, Division, Branch, Program/Office
 - e-mail address
 - Phone number
 - Login ID (maximum of 10 alphanumeric characters)
 - Password (maximum of 20 alphanumeric characters)If your agency currently has a login ID and password for other data entry such as the Procurement Notices System (PNS), the same login ID and password may be used. If you do this, make note of it in the message body.
7. Send the e-mail.
8. An e-mail will be sent to the e-mail address provided in the request once the login ID is activated.

Health and Human Service Requests for Proposals Website Instructions for Posting RFPs

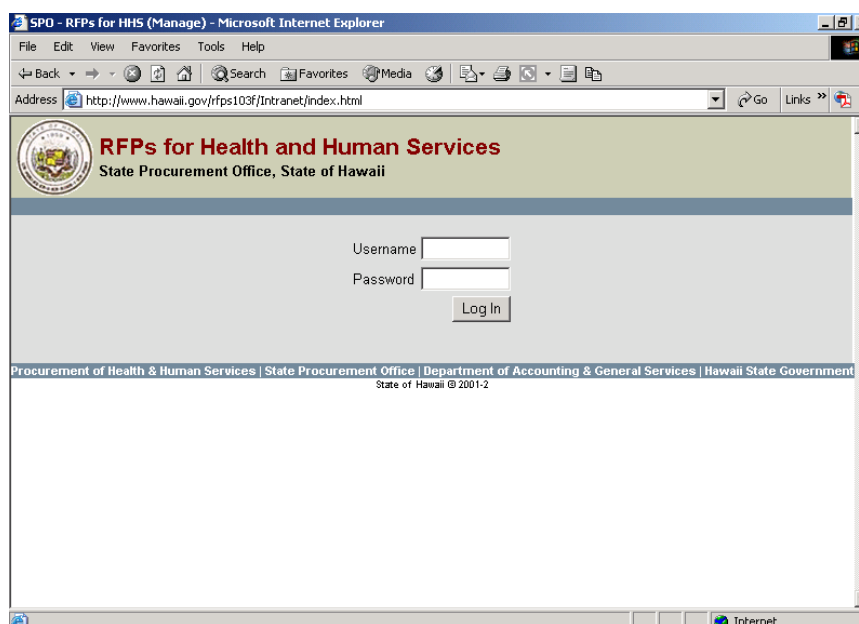
Preparing Your RFP for Posting on the Website

Before an RFP can be posted, it must be converted to PDF (portable document format), sometimes known as Adobe Acrobat format. You will need a program such as the full version of **Adobe Acrobat** or **Adobe Acrobat Professional** to convert a document. The **Acrobat Reader** (the free version downloadable from the Internet) will not convert a document. Check with your department for programs that will convert your document to PDF. If you have a full version of Adobe Acrobat, tips for converting your document to PDF are included at the end of this guide.

Connecting to the RFP Website

To post an RFP, open your browser and go to: www.spo.hawaii.gov, click on **Procurement of Health and Human Services > RFPs > Log-in**. You will see a web page similar to Figure 1.

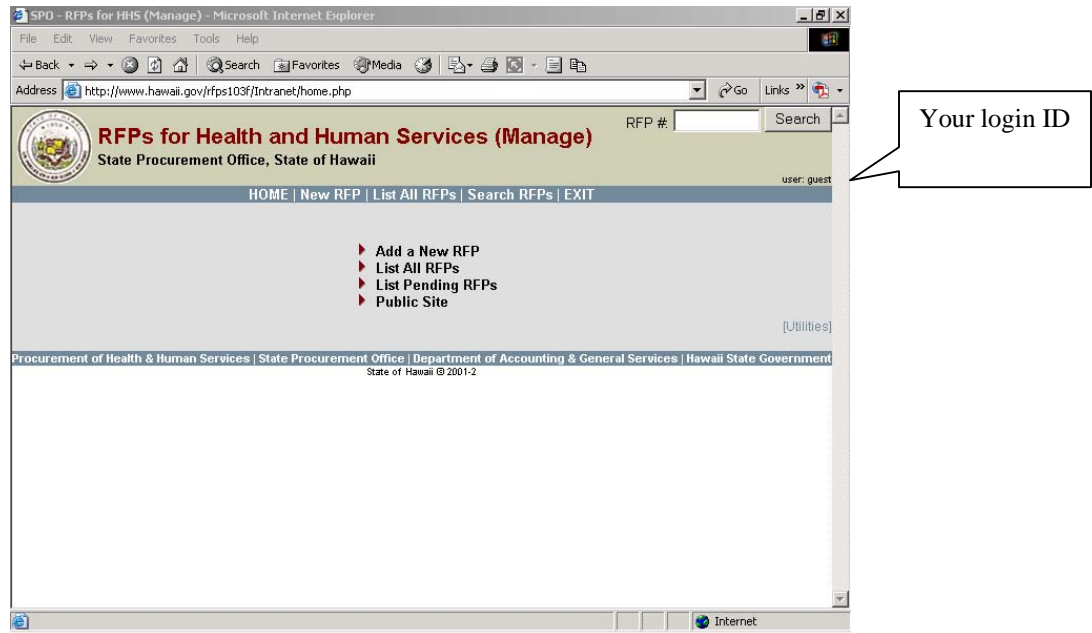
1. Enter your login ID and password.
2. Press enter or click the **Log in** button.



(Figure 1- RFP login)

Health and Human Service Requests for Proposals Website Instructions for Posting RFPs

Your login ID will appear in the next window in the upper right hand corner (just above the upper gray bar) after the word “user” (See Figure 2).



(Figure2 - Home)

- **Add a New RFP** will take you to the input screen for adding an RFP.
- **List All RFPs** will list all RFPs that have been entered by the current login ID.
- **List Pending RFPs** will list all the RFPs entered into the system by the current login ID that have a publish date later than the current date.
- **Public Site** will link to the site the public will access.

Posting an RFP

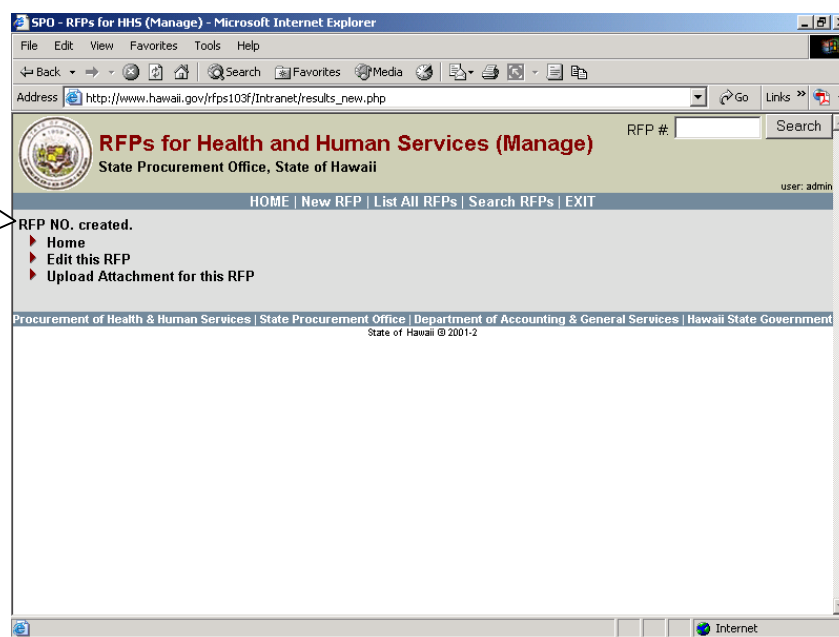
1. Click **Add an RFP**.
2. Complete the form.
 - A. **RFP Number:** Enter the RFP Number. This helps identify the RFP.
 - B. **Service Title:** Enter a brief service title. You may give more detail in the service description.
 - C. **Service Description:** Describe the service(s) briefly so that a reader has an idea of what the service is about. Include only the major features of the service(s).
 - D. **Geographic Area:** Check the appropriate island(s). You can indicate in **Comments** when the RFP is for certain parts of an island. Check the **Statewide** box only if the service has a presence on each island (even if it is not for the entire island). If the **Statewide** box is checked, no other boxes should be checked.
 - E. **Department, Division, Branch/Program:** Enter the department, division, branch and program or office issuing the RFP in their respective boxes. You do not need to type “Department of”,

Health and Human Service Requests for Proposals Website Instructions for Posting RFPs

“Division” or “Branch” (e.g., Health, Human Services, Public Safety, Adult Mental Health, Social Services, etc.) For the Judiciary, enter “The Judiciary.” **Do not use acronyms** such as DOH, DHS, etc.

- F. Contact Person, Contact Phone and Contact e-mail:** Enter the RFP contact person’s name, phone number and e-mail address.
 - G. Publish Date:** Enter the first date the RFP is to be available (published) on the website. Be sure to use the format indicated.
 - H. Number of Addenda:** Initially, the number of addenda will be zero.
 - I. Date of Most Recent Addenda:** If you have no addenda, leave this box blank.
 - J. Proposal Submittal Deadline-Due Date:** Enter the proposal submittal deadline for proposals.
 - K. Comments:** This is an optional field. You may use it to provide additional or clarifying information.
 - L. Awardee:** Leave this field blank. It is for future use when other parts of the database are established.
- 3.** Click the **Save** button. Your RFP Number will appear in the next window in the phrase “RFP NO. created.” (See Figure 3)
 - 4.** If the information is incorrect or you need to change it, click **Edit this RFP**.

Your RFP
Number
will be here

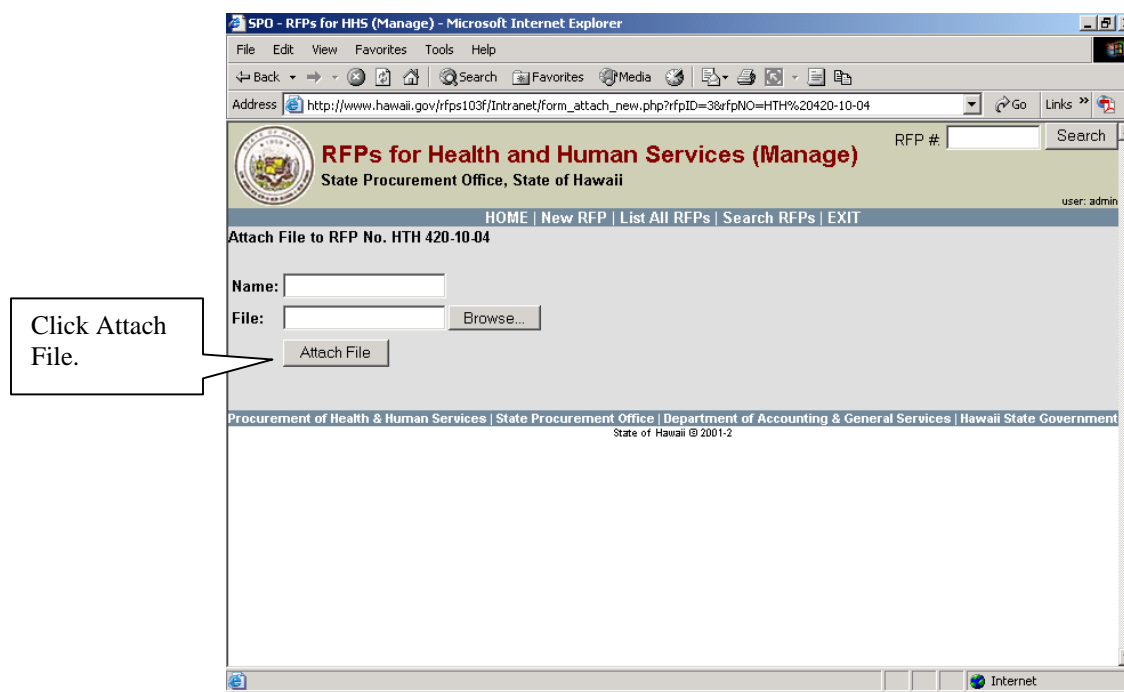


(Figure 3 – RFP NO. # Created)

- 5.** Upload your RFP document.
 - A.** Click **Upload Attachment for this RFP**.

Health and Human Service Requests for Proposals Website Instructions for Posting RFPs

- B. In the **Name** box, enter: *RFP + your RFP number*. For example: RFP_HTH_01_01_05. (Note: the name is the link the public will see and is not the file name.)
- C. Click the Browse button.
- D. In the **Choose File** box, find your RFP file and click it.
- E. When the file appears in the **File Name** box click **Open**. The **Choose File** box will close.
- F. Click **Attach File**. (Figure 4)



(Figure 4 – Uploading an RFP document)

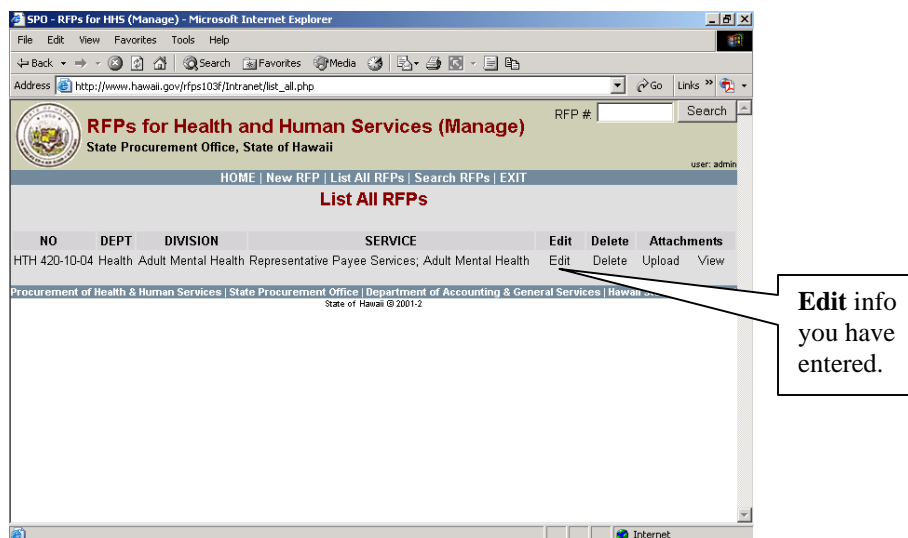
6. Click **List all RFPs >View** under **Attachments** to ensure the file uploaded.
7. Check the information you entered to be sure it is correct. If changes are needed, see the next section on **Updating/Editing RFP Information**.

Updating/Editing RFP information

There will be times you may need to change information previously entered for an RFP, such as when the proposal submittal deadline is amended.

1. Log in. Click **List all RFPs**.
2. To edit information entered into the form, click **Edit**. (Figure 5)
3. To add addenda see the next section.

Health and Human Service Requests for Proposals Website Instructions for Posting RFPs



(Figure 5 - List all RFPs ~ Editing/Updating)

Adding Addenda

1. Log in.
2. Click **List all RFPs**.
3. Select **Edit** for the RFP to which you want to add addenda. (Figure 5)
4. Enter the total number of addenda for this RFP in the **Number of Addenda** box.
5. Enter the date of this addendum in the **Date of Most Recent Addenda** box.
6. Click **Save**.
7. Click **Attach File**.
8. In the **Name** box enter "*RFP No. + addenda + No. of this Addenda*" (example: "HTH_01_01_05Addenda1").
9. Click the **Browse** button. The **Choose file** box will open.
10. Find the addenda document, click it and click the **Open** button. The **Choose File** box will close.
11. Click **Attach File**.

Viewing currently published RFPs

Select **List all RFPs**. This will list all RFPs entered by your login ID.

To view the public site where all RFPs are published:

- Click **Home**
- Click **View Public Site**.
- Or go to: www.spohawaii.gov, click **Procurement of Health and Human Services** > **RFPs...**

Converting RFPs to PDF (Portable Document Format)

Below are a few quick tips and instructions to get you started if you are using a full version of Adobe Acrobat. Your screen will vary depending on the version of Adobe Acrobat you have and the way it is installed. There are also a number of ways to convert a document to PDF:

Health and Human Service Requests for Proposals Website Instructions for Posting RFPs

For Adobe Acrobat 5

1. Convert a Document to PDF.
 - A. Open the document in its native program (for instance, MS Word).
 - B. Click **Print**.
 - C. Select the arrow for the **Printer Name** dropdown box. Select the choice for Adobe Acrobat (Adobe PDF, or Acrobat Printer, or Adobe Distiller, etc.)
 - D. Save the document and give it a name. Remember where you save the document.
2. Combine Multiple PDF Documents into One Document.
 - A. If your RFP is made up of several documents do not combine them before converting them as you may have formatting problems. Convert each document to PDF separately.
 - B. Open the first document.
 - C. Select **Document > Insert Pages**. The **Select File to Insert** box will open.
 - D. Find the second document, select it. The **Insert Pages** box will open.
 - E. Choose where you want the document to go and insert it into the first document.
 - F. Continue until all documents are inserted.

For Adobe Acrobat 6 Professional

1. Convert and combine multiple files.
 - A. Open Adobe Acrobat 6.
 - B. Select **Create PDF > From Multiple files**. A **Create PDF from Multiple Documents** window will open.
 - C. Click **Browse**.
 - D. Find the documents to be included in the RFP and add them by clicking on each file while holding down the control key.
 - E. Click **Add**. The window will close.
 - F. In the **Files to Combine** box you will see all the files.
 - G. If the files are not in the correct order for the RFP, click on the file you want to move and move it to its proper position using the buttons under **Arrange Files**.
 - H. When the files are in the proper sequence, click OK. It will take a few moments as each file is automatically opened and converted.
2. Protect your RFP file.
 - A. Go to **File > Document Properties**. The **Document Properties** window will open.
 - B. Click **Security**. The **Document Security** box will open.
 - C. In the **Security Method** dropdown box, click **Password Security**. The Password Security box will open.
 - D. Under **Permissions**, check the Use a **Password...** box.

Health and Human Service Requests for Proposals Website Instructions for Posting RFPs

- E. In the **Permissions Password** box enter a password (that you can remember).
 - F. In the **Printing Allowed** dropdown box, select **High Resolution**.
 - G. In the **Changes Allowed** dropdown box select **None**.
 - H. Check the **Enable copying of text...** box.
 - I. Check the **Enable text access for screen reader...** box if it is not already checked.
 - J. Click **OK**.
3. Reduce your file size.
- A. Go to **File > Reduce File Size**.
 - B. Select **Acrobat 5.0 and later**.
 - C. **Save**.
4. You are ready to upload your file.

You will find more instructions in the help file of the Adobe Acrobat program.